

Purpose: Agency-wide Control Environment Self-Assessment Tool

Target Audience: Agency Senior Management

Frequency of Review/Completion: Annually

Item #	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
	Goal	Control Objective	Recommended Controls ¹	Assessment Rank 1-3 (1 - Excellent, 2 - Adequate, 3 - Inadequate)	Action Taken/Controls Implemented	Action Items/Areas Needing Improvement	Target Completion date	Responsible Party	References ²
CONTROL ENVIRONMENT: Demonstrates Commitment to Integrity and Ethical Values and Enforces Accountability									
1	Agency management fosters and encourages an agency culture that emphasizes the importance of integrity and ethical values.	Agency senior management has set the proper “tone at the top” by emphasizing the importance of ethical behavior through formal and informal communication, including implementation of the Code of Conduct Policy.	A. Management fosters and encourages ethical behavior through training and communication (e.g., ethics/code of conduct training).	2	Orientation Ethics/code of conduct Department of Finance	Establish orientation practice with board and all staff	August, 2013	Director/ chair of board	MS 43A.38, Code of Ethics MS 16C.04, Code of Ethics for Procurement
			B. The agency head and other applicable senior staff have signed the code of conduct certification.	1	Staff signed	Need board Review	August, 2013	Director/ chair of board	MMB Statewide Operating Policy 0103-01, Code of Conduct
			C. Ethics-related communications and training materials are periodically re-evaluated and updated as necessary.*	3	none	Work with Department of Finance	August, 2013	Director	
2	The agency's positive culture promotes appropriate moral and ethical behavior in dealings with co-workers. Employees know what kind of behavior is acceptable.	Agency management has communicated appropriate ethical and moral behavioral standards, disciplinary actions for unacceptable behavior and a method for employees to comfortably report questionable behavior.	A. Applicable employees have current Code of Conduct certifications on file.	1	Staff signed	Repeat annual	October, 2013	Director	MMB Statewide Operating Policy 0103-01, Code of Conduct
			B. All employees are made aware of the Code of Ethics statute.	1	Reviewed	Repeat annual	October, 2013	Director	MS 43A.38, Code of Ethics
			C. The types of disciplinary actions that can be taken are widely communicated, including penalties for misappropriation or misuse of funds.	1	Reviewed	Repeat annual	October, 2013	Director	MS 13.09, Data Practices, Penalties MS 15.43, Acceptance of Advantage by State Employee, Penalty MS 43A.39, Compliance with Law MS 609.456, Subd. 2, Reporting to State Auditor and Legislative Auditor Required
			D. The agency has established a communication mechanism for employees to raise ethical concerns or potential Code of Conduct violations without fear of retaliation. Employees are made aware of both internal and external (e.g., MMB Human Resources, OLA, etc.) resources for seeking advice on ethical/code of conduct issues.	2	Need to review with staff	Repeat annual	October, 2013	Director	MS 181. 932, Disclosure of Information by Employees (Whistleblower Protection Statute) MS 609.456, Subd. 2, Reporting to State Auditor and Legislative Auditor Required MMB Statewide Operating Policy 0103-01, Code of Conduct
			E. The agency has a formal internal process for investigating and resolving alleged wrongdoings, conflicts of interest or code of conduct concerns from employees, recipients, customers, vendors and other outside parties.	3	Need to establish	Repeat annual	August, 2013	Director/ chair of board	MR 3900.9500, Reporting and Investigating Conflicts of Interest MS 609.456, Subd. 2, Reporting to State Auditor and Legislative Auditor Required
			F. As necessary, management takes appropriate action in response to instances of wrongdoing, conflicts of interest, ethical and Code of Conduct violations.	1	Discuss with Human Resoures/ Department of Finance	none			MR 3900.9500, Reporting and Investigating Conflicts of Interest MS 609.456, Subd. 2, Reporting to State Auditor and Legislative Auditor Required
			G. Management has developed a formal risk assessment plan to ensure key objectives and the reputation of the agency are protected.	3	Discuss with Human Resoures/ Department of Finance	Develop assessment approach	October, 2013	Director	MS 16A.057, Internal Controls and Internal Auditing MMB Guide to Risk Assessment and Control Activities

¹ An asterisk indicates recommended control is a best practice; not mandated.

² The list of statutes, rules and policies/procedures is not comprehensive. Additional guidance may be applicable.

Purpose: Agency-wide Control Environment Self-Assessment Tool

Target Audience: Agency Senior Management

Frequency of Review/Completion: Annually

Item #	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
	Goal	Control Objective	Recommended Controls ¹	Assessment Rank 1-3 (1 - Excellent, 2 - Adequate, 3 - Inadequate)	Action Taken/Controls Implemented	Action Items/Areas Needing Improvement	Target Completion date	Responsible Party	References ²
3	Management has a sound basis for setting and monitoring budgets and does not pressure employees to circumvent budget statutes, rules and instructions.	Management sets appropriate agency budgets and spending plans based on direct appropriations and reasonable estimates of dedicated revenues. Management actively monitors budget variances to ensure spending does not exceed allowable limits and money appropriated by law is only used for its intended purpose.	A. The agency has explicit legal authority to collect all planned sources of revenue and make all planned expenditures.	1	Work with Department of Finance	none	ongoing	Director/Finance	MS 16A.10, Budget Preparation MS 16A.14, Subd.3, Spending Plans MS 16A.095, Subd. 2a, Budget System Mutual Cooperation MS 16A.138, Officials Not to Exceed Appropriation MS 16A.139, Misappropriation of Money 31 CFR Part 205, Rules for Federal-State Funds Transfers
			B. All planned revenues and expenditures are consistent with legislative intent and recorded in the state's accounting and procurement system or approved subsystem.	1	Work with Department of Finance	none	ongoing	Director/finance	MS 16A.095, Subd. 2a, Budget System Mutual Cooperation MS 16A.138, Officials Not to Exceed Appropriation MS 16A.139, Misappropriation of Money
			C. All legal funding sources are recognized, with accurate direct appropriation amounts and revenue estimates that are reasonable and represent the most likely scenario.	1	Work with Department of Finance	none			MS 16A.095, Subd. 2a, Budget System Mutual Cooperation
			D. The agency's spending plan is structurally balanced, such that all known obligations are included and adequately funded within available resources.	1	Work with Department of Finance	none	ongoing	Director/Finance	MS 16A.095, Subd. 2a, Budget System Mutual Cooperation 31 CFR Part 205, Rules for Federal-State Funds Transfers
			E. Budgets and spending plans contain adequate resources to meet federal and state requirements for matching funds, maintenance of effort, and earmarking goals.	1	Work with Department of Finance	none	ongoing	Director/ finace	MS 16A.095, Subd. 2a, Budget System Mutual Cooperation 31 CFR Part 205, Rules for Federal-State Funds Transfers
			F. Agency cash flow requests for capital expenditures and federal funds reflect realistic cash flow needs.	n/a					MS 16A.095, Subd. 2a, Budget System Mutual Cooperation 31 CFR Part 205, Rules for Federal-State Funds Transfers
			G. MN.IT reviews and approves agency requests for funding for the development or purchase of information systems equipment or software before including requests in the budget.	1	Work with MN.IT	none	ongoing	director/MNIT - Tim Ogg	MS 16E.04, Subd. 2d, OET, Information and Telecommunications Technology Policy
			H. Management has procedures and reporting mechanisms in place to monitor variances from the spending plan and dedicated revenue estimates. Corrective action is taken as needed.	1	Work with Department of Finance	none	ongoing	Director/treasurer /finance	MS 16A.138, Officials Not to Exceed Appropriation MS 16A.139, Misappropriation of Money
			I. Management takes full responsibility for potential budget variances by developing and revising contingency plans as needed.	1	Work with Department of Finance	none	ongoing	Director/treasurer /finance	MS 16A.138, Officials Not to Exceed Appropriation MS 16A.139, Misappropriation of Money
4	The agency provides the legislature and other oversight bodies with timely and accurate information to allow monitoring of agency activities.	Financial and/or operational program reports to the legislature, federal agencies and the public are proper and accurate (not intentionally misleading).	A. Internal and external reports are based on verifiable information.	1	Work with Department of Finance/Board Committees/Board/Staff	none	ongoing/January	Director	MMB Statewide Operating Policy 0103-01, Code of Conduct
			B. Appropriate management reviews occur prior to report submission to parties outside the agency. *	1	Work with Department of Finance	none			
5	Existing agency employees have a clear understanding of the organization's mission, goals and objectives.	The agency's mission, goals and objectives are formally communicated to all employees.	A. The agency has a formal mission statement.*	1	Review of job descriptions and mission with staff	none			

¹ An asterisk indicates recommended control is a best practice, not mandated.

² The list of statutes, rules and policies/procedures is not comprehensive. Additional guidance may be applicable.

Purpose: Agency-wide Control Environment Self-Assessment Tool

Target Audience: Agency Senior Management

Frequency of Review/Completion: Annually

Item #	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
	Goal	Control Objective	Recommended Controls ¹	Assessment Rank 1-3 (1 - Excellent, 2 - Adequate, 3 - Inadequate)	Action Taken/Controls Implemented	Action Items/Areas Needing Improvement	Target Completion date	Responsible Party	References ²
			B. The agency has identified strategies to accomplish the agency's mission.*	1	Director/Board and Committees	none	July september	Director/Board	
			C. Agency processes, products/services and initiatives are aligned with the mission, goals and objectives.*	1	Director/Board and Committees	none	July september	Director/Board	
			D. The agency's mission statement, objectives and goals are communicated to employees.*	1	Orientation	none	Annual/ongoing	Director/Board	
6	Employees understand how their job duties and responsibilities help to promote a strong internal control environment.	Management communicates expectations for control activities to all employees. All employees are aware of their duties relating to internal control and compliance.	A. Employees have access to policies and procedures related to their job duties.	1	Work with Human Resources	none	ongoing	Director/HR/Union	MS 16A.057, Internal Controls and Internal Auditing MMB Guide to Risk Assessment and Control Activities MMB Statewide Operating Policy 0102-01, Internal Control OMB Circular A-133, Compliance Supplement
			B. Agency policies and procedures are up-to-date and match actual operating practices.	1	Work with SMART	none	ongoing	Director/Smart	MS 16A.057, Internal Controls and Internal Auditing MMB Statewide Operating Policy 0102-01, Internal Control
			C. Agency policies and procedures are compliant with state and federal program requirements.	1	Work with SMART	none	ongoing	Director/Smart	MS 16A.057, Internal Controls and Internal Auditing MMB Statewide Operating Policy 0102-01, Internal Control
			D. Appropriate backup exists for critical functions, including employee cross-training for those critical tasks.*	1					
7	Management looks externally for opportunities to improve the internal control process.	Management actively monitors outside resources for internal control best practices or trends.	A. Management routinely monitors relevant external sources and makes improvements to processes and internal control processes as appropriate. External sources may include: - New federal/state laws and regulations - GAO federal program audits & alerts - MMB, MN.IT and Admin guidance and policies - MMB Internal Control Bulletins - OLA Audit Reports - Professional organizations - COSO, COBIT, NIST Guidance - Applicable peer groups - Agency specific resources Note: In place of internal monitoring, agencies may have a resource outside the agency that provides updates/alerts on one or more of the sources listed above.	1	Workf with SMART	none	ongoing	Director/Smart	MS 16A.057, Internal Controls and Internal Auditing MMB Statewide Operating Policy 0102-01, Internal Control
Demonstrates Commitment to Integrity and Ethical Values and Enforces Accountability: Conclusions Reached and Actions Needed									

¹ An asterisk indicates recommended control is a best practice; not mandated.

² The list of statutes, rules and policies/procedures is not comprehensive. Additional guidance may be applicable.

Purpose: Agency-wide Control Environment Self-Assessment Tool

Target Audience: Agency Senior Management

Frequency of Review/Completion: Annually

Item #	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
	Goal	Control Objective	Recommended Controls ¹	Assessment Rank 1-3 (1 - Excellent, 2 - Adequate, 3 - Inadequate)	Action Taken/Controls Implemented	Action Items/Areas Needing Improvement	Target Completion date	Responsible Party	References ²
CONTROL ENVIRONMENT: Establishes Structure, Authority, and Responsibility									
8	The agency's organizational structure facilitates coordination and flow of information throughout the agency.	The agency's organizational structure is appropriate and communicated throughout the organization. Information is relevant, accurate, and timely to meet the agency's objectives.	A. The agency has an up-to-date organizational structure document that appropriately reflects reporting lines and is organized in the interest of economy and efficiency.	1	Deveoped and approved by the Board		Ea. July	Director/Board	MS 15.06, subd. 6(3), Appointment of Department Heads; Terms; Deputies MMB Statewide Operating Policy 0102-01, Internal Control http://www.beta.mmb.state.mn.us/ic-info-comm , MMB Information and Communication Guidance
			B. An accurate and updated organizational structure document showing key areas of responsibility is available to all employees.	1	Reviewed by staff and Board at retreat	Board Policies and Operations Manual being reviewed	Ea. July	Director/Board	MS 15.06, subd. 6(3), Appointment of Department Heads; Terms; Deputies MMB Statewide Operating Policy 0102-01, Internal Control http://www.beta.mmb.state.mn.us/ic-info-comm , MMB Information and Communication Guidance
			C. The agency has policies and procedures that are in alignment with goals and objectives, which are communicated to all employees.*	2	Developing	Board Policies and Operations Manual being finalized and orient staff	October, 2013	Director/Board	
			D. Management regularly communicates responsibilities to all employees which includes ensuring information is received timely and is delivered in a format that is easily understood and used. This can be achieved through: - Ensuring policies and procedures are regularly reviewed and kept up-to-date - Conducting regular staff meetings, publishing newsletters, or other correspondence to keep employees aware of relevant information - Maintaining an "open door" policy or establishing and promoting channels for employees to report potential wrongdoing	1	Staff meetings, weekly	none	Ea. July	Director	MMB Statewide Operating Policy 0102-01, Internal Control http://www.beta.mmb.state.mn.us/ic-info-comm , MMB Information and Communication Guidance
9	The agency is able to maintain its priority services during an event that might threaten to disrupt those services.	The agency has developed plans to continue or recover priority services in the event of a disruption.	A. The agency has performed a risk assessment and business impact analysis on its operations to identify critical functions, recovery timeframes and necessary resources, such as staffing, IT, equipment and physical location requirements.	1	Conducted and overall review discussed at retreat	none	Ea. July	Director/Board	MS 15.06, subd. 6(3), Appointment of Department Heads; Terms; Deputies Governor's Executive Order 11-03, Assigning Emergency Responsibilities to State Agencies MMB Administrative Policy 5.4, Time Off in Emergencies
			B. The agency's recovery strategy has been tested to ensure it meets recovery time and recovery point objectives.*	2	Need to be done annually	Develop annual date	August, 2013	director/MNIT - Tim Ogg	
			C. The agency's continuity plans are documented and periodically reviewed, tested and updated.	3	Need to be done annually	Develop annual date	August, 2013	director/MNIT - Tim Ogg	Governor's Executive Order 11-03, Assigning Emergency Responsibilities to State Agencies
			D. The agency has identified, prioritized and ranked their government services according to MN.IT guidance.	3	Need to meet with MN.IT	Develop procedures	October, 2013	director/MNIT - Tim Ogg	Governor's Executive Order 11-03, Assigning Emergency Responsibilities to State Agencies
			E. The agency understands its role and responsibility in the event of a disaster or prolonged disruption of government services.	2	Need to work with Administration	Develop procedures	October, 2013	director/MNIT - Tim Ogg	Governor's Executive Order 11-03, Assigning Emergency Responsibilities to State Agencies
			F. Employees have been educated and informed of their role or responsibility during a disaster or prolonged disruption of government services.*	3	Need to work with Administration	Develop procedures	October, 2013	Director	

¹ An asterisk indicates recommended control is a best practice; not mandated.

² The list of statutes, rules and policies/procedures is not comprehensive. Additional guidance may be applicable.

Purpose: Agency-wide Control Environment Self-Assessment Tool

Target Audience: Agency Senior Management

Frequency of Review/Completion: Annually

Item #	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
	Goal	Control Objective	Recommended Controls ¹	Assessment Rank 1-3 (1 - Excellent, 2 - Adequate, 3 - Inadequate)	Action Taken/Controls Implemented	Action Items/Areas Needing Improvement	Target Completion date	Responsible Party	References ²
10	The agency delegates authority and assigns responsibility to the proper personnel to achieve the agency goals and objectives.	Authority and responsibility are clearly assigned. Responsibility for decision-making is clearly linked to the assignment of authority, and individuals are held accountable accordingly. There is an appropriate balance between delegation of authority at lower levels to "get the job done" and the involvement of senior-level personnel.	A. Formal delegations of duties are signed and on file.	1	Board assign Executive Director duties	none	Ea. July	Board	MS 15.06, Subd. 6, Appointment of Department Heads; Terms; Deputies. MS 16C.03, Subd. 16, Delegation of Duties (for purchasing and contracting). MS 43A.36, Relations with Other Agencies and Jurisdictions (designation of agency personnel officer) MMB Administration Procedure 36, Delegation of Authority MN.IT Services Comprehensive IT Service Level Agreement
			B. Position descriptions clearly indicate authority and decision-making responsibilities.*	1	Board/Director/HR	None	Ea. July	Diretor/Board	
			C. The MN.IT Agency based CIO has been given the responsibility, authority and accountability to manage the organization's information technology (IT) resources and ensure compliance with statewide IT policies, standards and procedures.	3	none	Need formal agreement	July, 2013	Director/Board	MN.IT Services Comprehensive IT Service Level Agreement
			D. MN.IT Services Comprehensive IT Service Level Agreement is reviewed and agreed to annually by agency management.	3	none	Need formal agreement	July, 2013	Director/Board	MN.IT Services Comprehensive IT Service Level Agreement
			E. Mid - year changes/revisions to the MN.IT Services Comprehensive IT Service Level Agreement are addressed as needed or at a minimum during the annual review process.	3	none	Need to meet with MN.IT	July, 2013	Director/M/Board	MN.IT Services Comprehensive IT Service Level Agreement
11	Management ensures that agency information is appropriately protected against loss, corruption or misuse.	Management establishes appropriate levels of access and security over electronic and hard copy information.	A. Employee/contractor access is limited to data or information necessary to perform their jobs. When an employee is reassigned or leaves the agency building, computer and other access permissions are changed/terminated.	2	Have not had much turnover	Need to work with MN.IT to assist with this matter	July, 2013	director/MNIT - Tim Ogg	MS 13.03, Subd. 2; 13.05, Subd. 1,3,5, & 8; 13.055; MN Data Practices MS 16E.01, OET (IT oversight, leadership & direction) MR 1205.0800, Classification of Data MR 1205.1100, Training MR 1205.1300, Administering Private & Confidential Data MMB HR045, SEMA4 Security MMB Statewide Policy, Telecommuting MMB Statewide Operating Policy 1101-07, Security and Access MMB Statewide Policy: Appropriate Use of Electronic Communication and Technology MN.IT Services Comprehensive IT Service Level Agreement
			B. Compensating control procedures are documented and performed whenever segregation of duties cannot be systematically or manually enforced in sensitive processes, such as cash receipts, cash disbursements and payroll functions.	n/a					MMB Statewide Operating Policy 1101-07, Security and Access
			C. Data that is not public is clearly identified and protected. Employees are adequately trained in the Data Practices Act and other relevant standards. Data request procedures are documented and accessible to employees.	1	Reviewing data privacy with Human Resources	Continue to review data privacy with Human Resources	ongoing	Director/HR	MS 13.03, Subd. 2; 13.05, Subd. 1,3,5, & 8; 13.055; MN Data Practices MR 1205.0800, Classification of Data MR 1205.1100, Training MR 1205.1300, Administering Private & Confidential Data
			D. Only information applicable to the agency's responsibilities is collected and retained; extraneous information is disposed of appropriately.	1	n/a		ongoing		MS 13.03, Subd. 2; 13.05, Subd. 1,3,5, & 8; 13.055; MN Data Practices MR 1205.1300, Administering Private & Confidential Data

¹ An asterisk indicates recommended control is a best practice; not mandated.

² The list of statutes, rules and policies/procedures is not comprehensive. Additional guidance may be applicable.

Purpose: Agency-wide Control Environment Self-Assessment Tool

Target Audience: Agency Senior Management

Frequency of Review/Completion: Annually

Item #	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
	Goal	Control Objective	Recommended Controls ¹	Assessment Rank 1-3 (1 - Excellent, 2 - Adequate, 3 - Inadequate)	Action Taken/Controls Implemented	Action Items/Areas Needing Improvement	Target Completion date	Responsible Party	References ²
			E. Up-to-date record retention schedules are maintained, and records are disposed of according to state and federal law.	1	Laws reviewed and followed	None	ongoing	Director/Staff	MS 13.03, Subd. 2; 13.05, Subd. 1,3,5, & 8; 13.055; MN Data Practices MS 15.17, Subd. 2, Official Records MS 138.17, Subd. 7, Government Records
			F. Management has reviewed the MN.IT Services Comprehensive IT Service Level Agreement to ensure it appropriately addresses the agencies system security needs (i.e. vulnerability management, configuration management, incident management, etc.). All areas of concern within the SLA are addressed properly with MN.IT Services personnel.	3	none	Need to work with MN.IT	ongoing	Director/MNIT - Tim Ogg	MN.IT Services Comprehensive IT Service Level Agreement
			G. Personal use of State electronic tools is limited and reasonable and for incidental purposes only. It does not result in any additional cost or loss of time or resources to the agency.	1	Restricted to personnel	none	ongoing	Director	MS 43A.38, Subd 4 Use of State Property MMB Statewide Policy: Appropriate Use of Electronic Communication and Technology
			H. Annually review the statewide systems security of agency users to verify that they have only the access necessary to perform their jobs. Including the review of segregation of duties. Confirmation and any changes needed are submitted to MMB Statewide Systems Security.	3	none	Need to work with Administration	July, 2013	Director/Smart	MMB Statewide Operating Policy 1101-07.1 Agency Security Administrators
12	Valuable assets are appropriately safeguarded.	Assets that are particularly vulnerable to loss, theft, damage, or unauthorized use, such as cash, securities, supplies, inventories, and equipment, are physically secured and access to them controlled.	A. Physical safeguarding policies and procedures have been developed, implemented and communicated to all employees.	1	none	WorkFinance Human Resources	October, 2013	Director/ Smart	Department of Administration, State of Minnesota Property Management: A User's Guide to Managing Capital Assets, Software for Internal use Only, Infrastructure, Sensitive Items, Consumable Inventory, Supplies, Surplus Property, Employee-owned Property in the Workplace, and Non-State Property in the Workplace M.S. 16C.03, Commissioner's Authority; Powers and duties MMB Statewide Operating Policy 0102-01, Internal Control
			B. Assets such as cash, securities, supplies and inventories are periodically counted, compared to control records and exceptions examined.	1	Conducted inventory of capital equipment	Conduct annual	October, 2013	Director/Finance	Department of Administration, State of Minnesota Property Management: A User's Guide to Managing Capital Assets, Software for Internal use Only, Infrastructure, Sensitive Items, Consumable Inventory, Supplies, Surplus Property, Employee-owned Property in the Workplace, and Non-State Property in the Workplace
			C. Cash, checks and negotiable securities are maintained under lock and key and access is strictly controlled (e.g. separation of duties).*	1	none	WorkFinance Human Resources	ongoing		
			D. Forms such as blank checks and purchase orders are sequentially pre-numbered, physically secured, and access strictly is controlled (separation of duties).*	1	none	WorkFinance Human Resources	ongoing		
			E. Mechanical check signers and signature plates are physically protected and access strictly controlled (e.g. separation of duties).*	1	none	WorkFinance Human Resources	ongoing		
			F. The agency has a designated Inventory Coordinator to emphasize the importance of effective inventory management and duties.	1	Designated	none	ongoing	Director/Staff	Department of Administration, State of Minnesota Property Management: A User's Guide to Managing Capital Assets, Software for Internal use Only, Infrastructure, Sensitive Items, Consumable Inventory, Supplies, Surplus Property, Employee-owned Property in the Workplace, and Non-State Property in the Workplace

¹ An asterisk indicates recommended control is a best practice; not mandated.

² The list of statutes, rules and policies/procedures is not comprehensive. Additional guidance may be applicable.

Purpose: Agency-wide Control Environment Self-Assessment Tool

Target Audience: Agency Senior Management

Frequency of Review/Completion: Annually

Item #	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
	Goal	Control Objective	Recommended Controls ¹	Assessment Rank 1-3 (1 - Excellent, 2 - Adequate, 3 - Inadequate)	Action Taken/Controls Implemented	Action Items/Areas Needing Improvement	Target Completion date	Responsible Party	References ²
			G. Management and control of capital assets are obtained through an inventory system, assets are assigned numbers and marked upon delivery.	1	All capital assets are marked	none	ongoing	Director/Staff	Department of Administration, State of Minnesota Property Management: A User's Guide to Managing Capital Assets, Software for Internal use Only, Infrastructure, Sensitive Items, Consumable Inventory, Supplies, Surplus Property, Employee-owned Property in the Workplace, and Non-State Property in the Workplace
			H. Physical inventory is maintained and conducted at a minimum biennially in accordance with prescribed methods.	1	inventory maintained	Need to be conducted biennially	October, 2013	Director/Staff	Department of Administration, State of Minnesota Property Management: A User's Guide to Managing Capital Assets, Software for Internal use Only, Infrastructure, Sensitive Items, Consumable Inventory, Supplies, Surplus Property, Employee-owned Property in the Workplace, and Non-State Property in the Workplace
			I. Surplus property is accounted for, recorded, and disposed of as is required.	1	Scheduled to be done in August	none	August, 2013	Director/Staff	Department of Administration, State of Minnesota Property Management: A User's Guide to Managing Capital Assets, Software for Internal use Only, Infrastructure, Sensitive Items, Consumable Inventory, Supplies, Surplus Property, Employee-owned Property in the Workplace, and Non-State Property in the Workplace
13	Agency facilities are protected against unauthorized physical access.	Agency facilities contain appropriate physical security to protect employees, agency information and valuable assets.	A. Access to agency premises and facilities is controlled via locks, access cards, guards, and/or other physical controls as appropriate.	1	none				MN.IT Services Comprehensive IT Service Level Agreement
			B. MN.IT Services Agency based personnel together with MN.IT Services Comprehensive IT Service Level Agreement adequately restricts access to only authorized employees.	3	No service agreement	Need agreement	July, 2013	Director	MN.IT Services Comprehensive IT Service Level Agreement
			C. Agency information and vulnerable assets are properly safeguarded in areas that are open to the public.	n/a					MN.IT Services Comprehensive IT Service Level Agreement
			D. Access to facilities are restricted and controlled during non-working hours.	1	Keys assigned to Employees only	none	ongoing	Director	MN.IT Services Comprehensive IT Service Level Agreement
Establishes Structure, Authority, and Responsibility: Conclusions Reached and Actions Needed									

¹ An asterisk indicates recommended control is a best practice; not mandated.

² The list of statutes, rules and policies/procedures is not comprehensive. Additional guidance may be applicable.

Purpose: Agency-wide Control Environment Self-Assessment Tool

Target Audience: Agency Senior Management

Frequency of Review/Completion: Annually

Item #	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
	Goal	Control Objective	Recommended Controls ¹	Assessment Rank 1-3 (1 - Excellent, 2 - Adequate, 3 - Inadequate)	Action Taken/Controls Implemented	Action Items/Areas Needing Improvement	Target Completion date	Responsible Party	References ²
CONTROL ENVIRONMENT: Demonstrates Commitment to Competence									
14	Agency management strives to recruit and retain competent people to carry out agency mission, goals and objectives.	Management follows human resource policies that promote consistent practices to recruit and retain competent people.	A. Policies and procedures are in place for hiring, evaluating, promoting, compensating, disciplining, and terminating employees.	1	Work with Human Resources	none	ongoing	Director	MS 43A, State Personnel Management MS 43A.20, Performance Appraisal and Pay MMB Administrative Procedures Bargaining units and plans
			B. Applicable employees receive formal performance evaluations at least annually.	1	Work with Human Resources	none	ongoing	Director	MS. 43A.20 Performance Appraisal and Pay
			C. Appropriate remedial action is taken when performance expectations are not met.	1	procdures are in place	none	ongoing	Director/Board	MS. 43A.20 Performance Appraisal and Pay
15	Management ensures new hires have the appropriate level of knowledge and skills needed to satisfactorily perform their jobs.	Agency management has identified and defined the tasks required to accomplish particular jobs and fill various positions.	A. Minimum qualifications are determined before hiring commences.	1	Work with Human Resources	none	ongoing	Director/HR	MS 43A.01, Merit Policies MS 43A.09, Recruitment MS 43A.10, Subd. 2a, Selection Process; Eligibility to Compete MS 43A.14, Appointments Minnesota Rules 3900.3200, Public Notice Minnesota Rules 3900.4500, Subd.. 1, Assessment of Applicants MMB Administrative Procedure 9B, Employee Notice of Vacancy Announcements MMB Administrative Procedure 10A, Requisition, Referral & Selection MMB Administrative Procedure 14, Appointments MMB Administrative Procedure 20, Job Clarification/Performance Appraisal Bargaining Unit Agreements
			B. Vacant positions are filled based on the expectations of that position.	1	none needed		ongoing	Director/Board	MS 43A.09, Recruitment MS 43A.10, Subd. 2a, Selection Process; Eligibility to Compete
			C. Background checks are conducted on candidates for employment as appropriate.	1	Work with Human Resources	none	ongoing	Director/Board/H R	PERSL 1384, New Legal Requirement for Reference Checks and Personnel Files PERSL 1412, Administration of Personnel Data Pursuant to M.S. 13.43 Related to Employee Investigations, Discipline, Grievance Settlements and Arbitration Awards PERSL 1414, Background Checks for Current and Former State Employees
16	New hires are made aware of the agency's mission, goals, objectives and expected ethical behavior. They clearly understand their responsibilities and the expectations of their jobs.	Responsibilities and expectations are clearly communicated to new employees.	A. The agency has agency-specific standard procedures for new employee orientation, including communicating the agency mission, goals, objectives, the state's code of ethics statute, and relevant policies.	1	Work with Human Resources	none	ongoing	HR/Dir/Board	MS 43A.38, Code of Ethics MMB Statewide Operating Policy 0103-01, Code of Conduct MMB Administrative Procedure 20, Job Clarification/Performance Appraisal
			B. New employees sign certifications of agreement to comply with Code of Conduct, as applicable.	1	Work with Human Resources	none	ongoing	Director/HR	MMB Statewide Operating Policy 0103-01, Code of Conduct
			C. New employees receive an accurate up-to-date position description no later than six months after appointment or promotion.	1	Work with Human Resources	none	ongoing	Director/HR	MMB Administrative Procedure 20, Job Clarification/Performance Appraisal
			D. New employees receive feedback during their probationary period.	1	Work with Human Resources	none	ongoing	Director/HR	Bargaining units and plans

¹ An asterisk indicates recommended control is a best practice; not mandated.

² The list of statutes, rules and policies/procedures is not comprehensive. Additional guidance may be applicable.

Purpose: Agency-wide Control Environment Self-Assessment Tool
Target Audience: Agency Senior Management
Frequency of Review/Completion: Annually

Item #	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
	Goal	Control Objective	Recommended Controls ¹	Assessment Rank 1-3 (1 - Excellent, 2 - Adequate, 3 - Inadequate)	Action Taken/Controls Implemented	Action Items/Areas Needing Improvement	Target Completion date	Responsible Party	References ²
17	The agency continually seeks to improve, maintain, and support new and existing employee knowledge and skills.	The agency provides training and coaching in order to help employees maintain and improve competence for their jobs. The agency provides and promotes a workplace free of violence and abuse. One that is conducive to positive employee growth and development.	A. Formal and/or on-the-job training is provided to ensure employees are properly prepared to perform their job duties.	2	Need to develop training program. No need to date. We rely on Dept of administration services in this regard	Need to develop training program in Partnerships with SMart.	august, 2013	Director/HR	MS 43A.21, Training Programs MMB Administrative Procedure 20, Job Clarification/Performance Appraisal MMB Administrative Procedure 21, Employee Training and Development MMB Administrative Procedure 21D, Work-Training MMB Statewide Operating Policy 0102-01, Internal Control M.S. 15.86, State Agency Actions M.S. 182.653, Rights and Duties of Employers
			B. New managers and supervisors receive appropriate training to prepare them for their new responsibilities (e.g., manager/supervisor development core training).	1	Asisted by Human Resources and Finance		august, 2013	Director/HR	MS 43A.21, Training Programs M.S. 15.86, State Agency Actions M.S. 182.653, Rights and Duties of Employers
			C. Employees have up-to-date position descriptions that clearly reflect their job duties.	1	Asisted by Human Resources		august, 2013	Director/HR	MMB Administrative Procedure 20, Job Clarification/Performance Appraisal
			D. Security roles and responsibilities are integrated into position descriptions. Security roles provide access to resources based on the role(s), or job function(s), a user fills in an organization.*	2	Need to develop security roles.	Need to develop security roles	august, 2013	Director/HR	
			E. As applicable, development plans are on file for all employees, to improve present performance, prepare the employee for new responsibilities, or if requested by the employee.	2	Have had no need at this point	none		Director/HR	MMB Administrative Procedure 20, Job Clarification/Performance Appraisal
			F. Employees receive/obtain information and training about internal controls, as it pertains to one's position, role, and responsibilities to enable each employee to contribute effectively to maintaining an effective internal control system.	1	Review of job descriptions and mission with staff and ethics policies	none		Director/HR	MS 16A.057, Subd 8 Agency Head Responsibilities
			G. Agency plans describe how the agency seeks to eliminate any potential for violence in and around the workplace, and seeks to eliminate any potential for violence by affecting attitudes and behavior of people the agency serves or regulates.	2	Work with HR on prevention, trining and intervention	none		Director/HR	MS 43A.21, Training Programs M.S. 15.86, State Agency Actions
			H. Agency statements for zero tolerance of workplace violence and corresponding plans are on file with the Legislative Reference Library.	1	Work with HR on prevention, trining and intervention	none		Director/HR	M.S. 15.86, State Agency Actions
			I. Employees are made aware of Emergency Action Plans and related procedures, and have access to First Aid/CPR and Automated External Defibrillators if needed.*	1		none		Director/HR	
Demonstrates Commitment to Competence: Conclusions Reached and Actions Needed									

¹ An asterisk indicates recommended control is a best practice; not mandated.
² The list of statutes, rules and policies/procedures is not comprehensive. Additional guidance may be applicable.

Purpose: Agency-wide Control Environment Self-Assessment Tool
Target Audience: Agency Senior Management
Frequency of Review/Completion: Annually

Item #	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
	Goal	Control Objective	Recommended Controls ¹	Assessment Rank 1-3 (1 - Excellent, 2 - Adequate, 3 - Inadequate)	Action Taken/Controls Implemented	Action Items/Areas Needing Improvement	Target Completion date	Responsible Party	References ²
CONTROL ENVIRONMENT: Exercises Oversight Responsibility									
18	Management values opportunities to improve internal controls and correct deficiencies.	Management places a high degree of importance on audits and audit reports, including reports issued by the Legislative Auditor's Office. Management places importance on monitoring activities including ongoing and separate evaluations to ensure corrective action is taken and processes are working as was intended.	A. Management has a plan to develop, document, implement and continuously monitor a comprehensive internal control system. At a minimum, the plan should encompass significant business processes, federal/state programs and IT. Certification of internal controls occurs annually.	2	Have conducted evaluations and have reviewed and implemented leg auditors recommendations	Will use this document for guide development of controls and conduct reviews	ongoing	Director/Board/MB	MS 16A.057, Subd. 5, Internal Controls and Internal Auditing MS 16A.057, Subd 8 Agency Head Responsibilities MMB Statewide Operating Policy 0102-01, Internal Control MMB Guide to Risk Assessment and Control Activities Committee of Sponsoring Organizations of the Treadway Commission (COSO) Internal Control Integrated Framework MMB Statewide Operating Policy 0102-01, Internal Control
			B. Management requires full cooperation with legislative and external auditors who are acting in their capacity to examine official accounting records, financial reports, or tax filings.	1					MS 3.978, Subd. 2, Duty to Aid Legislative Auditor
			C. Management has established follow-up procedures to address identified control gaps and to ensure that appropriate change or corrective actions have occurred in a timely manner.*	2	Need to formalize follow up approach	Develop procedures	Dec-13	Director/Board	
			D. Management has developed corrective action plans, including the name of the person responsible and a target date for resolution, for all internal control weaknesses and gaps reported by legislative or other auditors.	2	Need to formalize approach	Assign Responsibility	Dec-13	Director/Board	MS 16A.057, Subd. 5, Internal Controls and Internal Auditing MMB Statewide Operating Policy 0102-02, Office of Legislative Auditor Audit Report Monitoring
			E. Management has periodically communicated progress on audit resolution to Minnesota Management and Budget. IT audit results are reported to MN.IT.	3	Need to report progress	Develop procedures	Dec-13	Director/Board	MS 16A.057, Subd. 5, Internal Controls and Internal Auditing MMB Statewide Operating Policy 0102-02, Office of Legislative Auditor Audit Report Monitoring
			F. Management reports evidence of unlawful employee actions promptly in writing to the Legislative Auditor, as required.	3	No need has occurred	Develop procedures	12/1/2013	All Parties	MS 609.456, Subd. 2, Reporting to State Auditor and Legislative Auditor Required
			G. Management undergoes a systemic review and evaluation of each business process deemed critical to the institutions mission, including risks to its reputation.	3	Have had audits/reviews	Develop procedures	ongoing	All Parties	MMB Guide to Risk Assessment and Control Activities MMB Statewide Operating Policy 0102-01, Internal Control
			H. Management creates a risk assessment plan to ensure that risk assessments are performed and documented on high profile, key risk areas. Management is involved in preparing risk assessments, has prioritized their completion, has determined risk appropriate responses, and has documented those responses.	3	Need to develop approach	Develop procedurces	ongoing	All Parties	MS 16A.057, Subd 8 Agency Head Responsibilities MMB Guide to Risk Assessment and Control Activities
			I. Control gaps and/or redundancies have been identified through the risk assessment process, are followed up on, corrective action has been taken or is underway, responsible parties are held accountable, and action plans/status updates are communicated to management.	3	Need to develop approach	Develop procedurces	ongoing	All Parties	MS 16A.057, Subd 8 Agency Head Responsibilities MMB Guide to Risk Assessment and Control Activities
			J. Monitoring occurs on an ongoing basis, through separate evaluations to ensure that control activities are working as was originally intended. Management considers the rate of change in business and business processes when selecting and developing ongoing and separate evaluations. Ongoing evaluations are built into business processes and adjusted to meet changing conditions.	3	Need to develop approach	Develop procedurces	ongoing	All Parties	MS 16A.057, Subd 8 Agency Head Responsibilities Department of Administration, Office of Grants Management Policy 08-10 Grant Monitoring

¹ An asterisk indicates recommended control is a best practice; not mandated.

² The list of statutes, rules and policies/procedures is not comprehensive. Additional guidance may be applicable.

Purpose: Agency-wide Control Environment Self-Assessment Tool

Target Audience: Agency Senior Management

Frequency of Review/Completion: Annually

Item #	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
	Goal	Control Objective	Recommended Controls ¹	Assessment Rank 1-3 (1 - Excellent, 2 - Adequate, 3 - Inadequate)	Action Taken/Controls Implemented	Action Items/Areas Needing Improvement	Target Completion date	Responsible Party	References ²
19	Management performs top level reviews of actual performance	Within the agency, performance measures and indicators are in place to monitor and review actual performance of operations and programs to planned or expected results.	A. Management tracks major agency achievements and compares these to plans, goals and objectives. Significant differences are analyzed and corrective actions taken as necessary.	1	Submit annual report of accomplishments				OMB Circular A-133.225 and .400, Audits of States, Local Governments, and Non-Profit Organizations 31 USC 7502(f)(2)(B), Requirements for Single Audits MMB Statewide Operating Policy 0102-01, Internal Control
			B. If applicable, internal controls are monitored via the internal audit function. The internal audit function is independent of the areas being audited. Audit recommendations are monitored and followed up for appropriate and timely resolution.	3	Need to develop approach	Develop procedurces	ongoing	All Parties	MS 16A.057, Subd 8 Agency Head Responsibilities MMB Statewide Operating Policy 0102-01, Internal Control
			C. Management monitors sub-recipient for compliance in award requirements and spending of federal awards, including ensuring independent audits.	N/a					Department of Administration Office of Grants Management Policy 08-08 -Grant Payments, Policy 08-10 Grant Monitoring OMB Circular A-133.225 and .400, Audits of States, Local Governments, and Non-Profit Organizations 31 USC 7502(f)(2)(B), Requirements for Single Audits
20	The agency actively engages with the legislature, oversight committees and/or oversight boards.	The agency provides the legislature, grantors, other oversight boards, and the public sufficient information to allow independent review and appraisal of agency operations.	A. Management has implemented processes to ensure that all reports are reviewed for accuracy and propriety prior to distribution.	2	Conduct internal review	Develop procedurces	Ongoing	All Parties	MMB Statewide Operating Policy 0103-01, Code of Conduct
			B. The agency publishes and distributes all reports required by statute and grantor program requirements.	1	Submit annual report of accomplishments	none	Ongoing	Board/Director	MS 15.063, Biennial Reports; Submission
			C. Agency officials meet regularly with the legislature, oversight committees and/or oversight boards to discuss major issues affecting operations, internal control, performance and other major agency activities and programs.*	1	Report annually to senate, House and Governor	none	Ongoing	Board/Director	
Exercises Oversight Responsibility: Conclusions Reached and Actions Needed - The council is a unique state department with few staffing resources. The assessment will provide a guide to implement to internal control requirements not yet established. The assessment will also service as the tool the council will use to orientate staff and volunteers about internal control requirements. the assessment will be used annually to monitor our progress with implementing internal control requirements. Aspects of the assessment will be integrated in appropriate job descriptions									
CONTROL ENVIRONMENT: GENERAL CONCLUSIONS REACHED AND ACTIONS NEEDED									

Glossary of Acronyms/Abbreviations

- Minnesota Department of
- Admin Administration
- Control Objectives for Information and related
- COBIT Technology
- Committee on Sponsoring
- COSO Organizations
- [United States] Government Accounting Office
- GAO
- Minnesota Management and
- MMB Budget Agency
- MR Minnesota Rules
- MS Minnesota Statutes
- National Institute of Standards and Technology
- NIST
- [Minnesota] Office of Information Technology
- MN.IT Minnesota Information Technology
- 1 The list of statutes, rules and policies/procedures is not comprehensive. Additional guidance may be applicable.
- 2 The list of statutes, rules and policies/procedures is not comprehensive. Additional guidance may be applicable.

Purpose: Agency-wide Control Environment Self-Assessment Tool
Target Audience: Agency Senior Management
Frequency of Review/Completion: Annually

Item #	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
	Goal	Control Objective	Recommended Controls ¹	Assessment Rank 1-3 (1 - Excellent, 2 - Adequate, 3 - Inadequate)	Action Taken/Controls Implemented	Action Items/Areas Needing Improvement	Target Completion date	Responsible Party	References ²

[Minnesota] Office of the
OLA Legislative Auditor

¹ An asterisk indicates recommended control is a best practice; not mandated.
² The list of statutes, rules and policies/procedures is not comprehensive. Additional guidance may be applicable.